

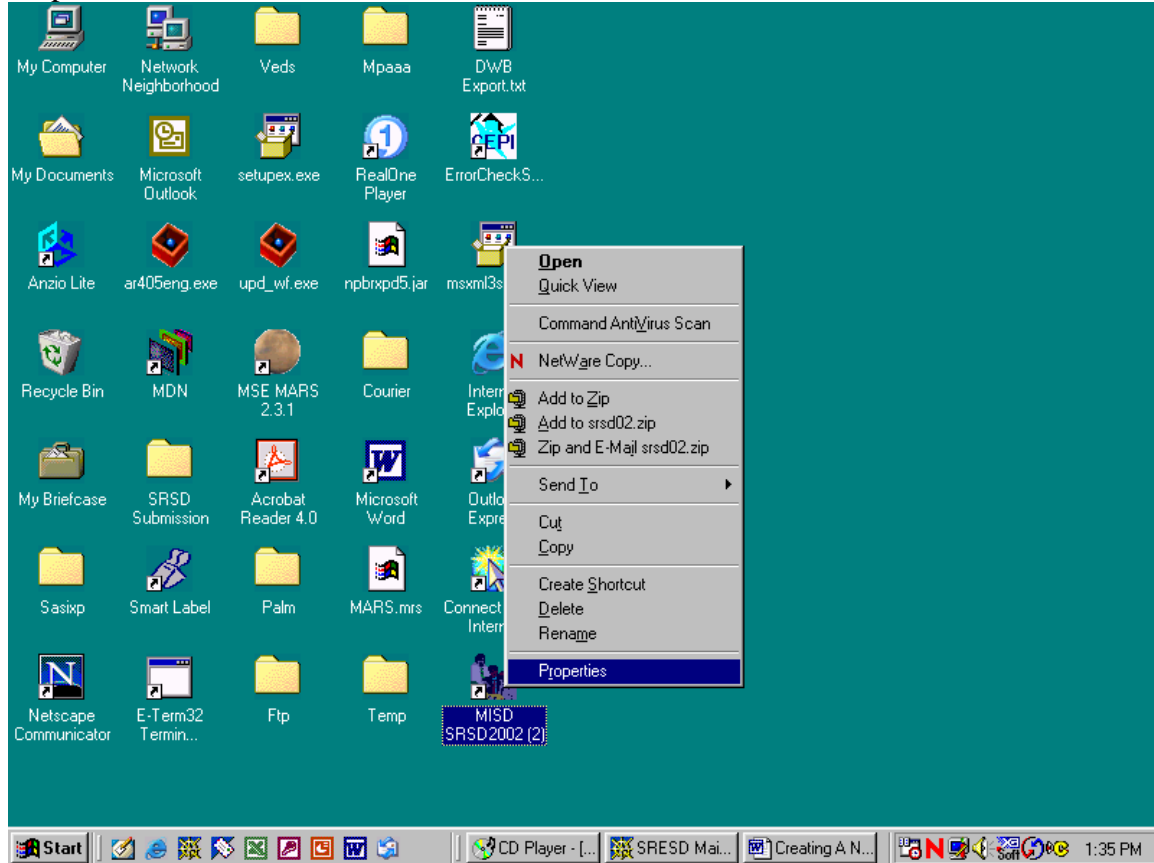
Automated Narrative Instructions

Appendix D

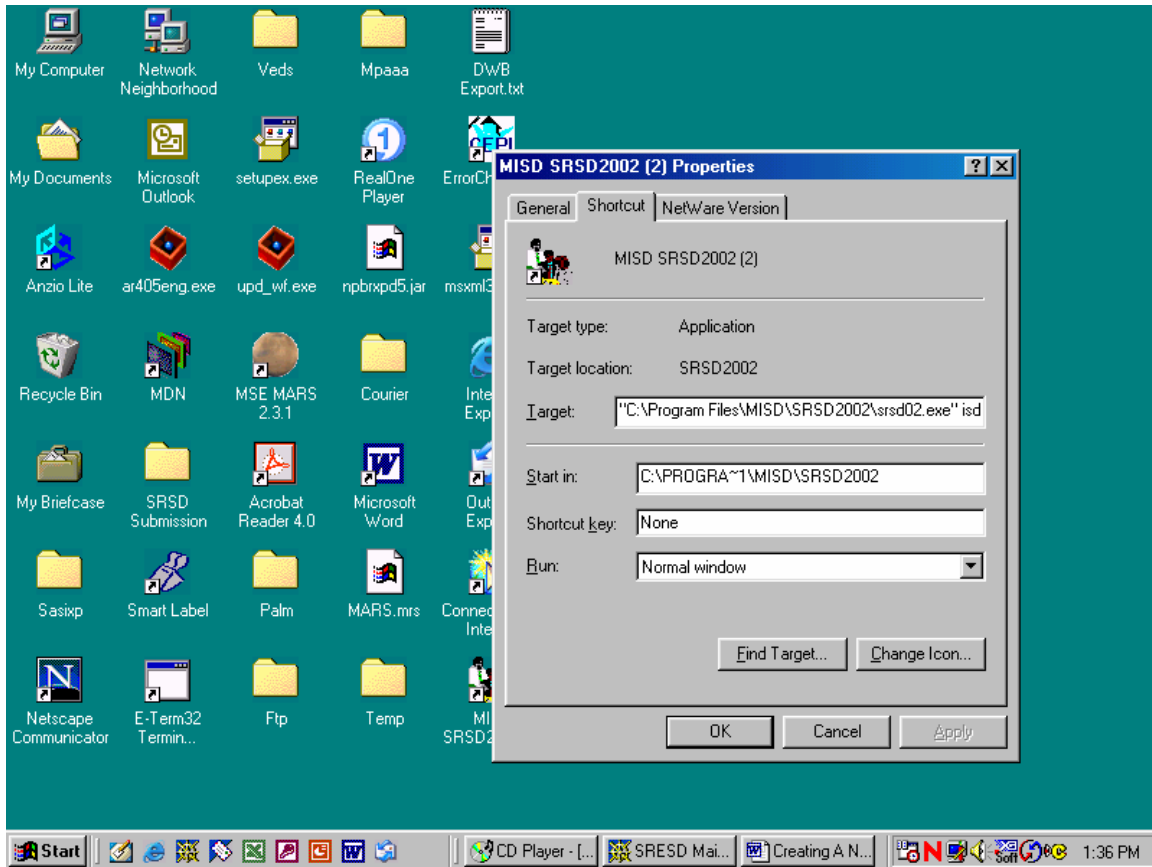
Opening the ISD Auditor file capability.

Turning this feature on allows you to create an audit narrative for each district.

At your desktop right mouse click on the SRSD02 icon. Select PROPERTIES from the drop down list and left mouse click.



In the box that is titled: TARGET go to the end of the line and space one time and enter
isd



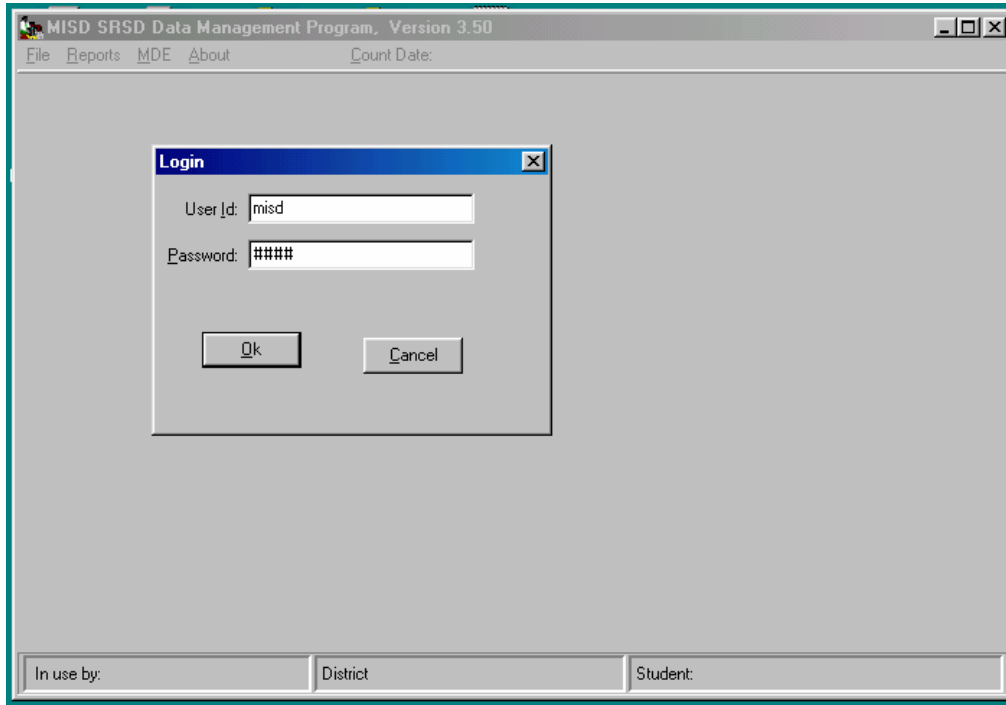
Starting and Logging into the SRSD02 program

Double click the SRSD02 icon to launch the program. This will open the login screen.

Accept the disclaimer language if you accept the user terms.

When you first download the program the generic login is User ID: MISD

Password: MISD.



Once you have logged into SRSD02 you may set up users and passwords for your district.

MISD SRSD Data Management Program, Version 3.50

File | ISD | Reports | MDE | About Count Date: 02/12/2003

Open
New
Import - New Records
Import - Merge Data
Clear Selected Section
Export file for CEPI
Remove selected School
Rebuild Indexes
Security File
State Codes File
Change Password
Change Count Date
Exit

Early | Career/Tech | Gifted | L.E.P. | Migrant | Title I | At-Risk | Adult Ed | Expulsion

Information

#3 Opr Dist #4 Res Dist #5 School

#7 First Name #8 Middle Initial

#11 Sex #12 Place of Birth

#14 City #15 Zip Code

#18 GE FTE #19 Grade #20 Enter Date #21 Pres/Enrol

#22 Ethnic #23 Exit Status #24 Exit Date #29 Participation #30 Residency

#31 Supplemental Nutrition Eligibility #32 Multiple Birth

#124 UIC Number

Teacher of Record
#25 Last Name

#26 First Name

#27 Teacher Id Nbr

#28 Course Enrollments

Click on any entry for lookup.

< > Find < Find Error > Add Delete Save Cancel

In use by: **misd** District: **Byron Area Schools** Student: **MY TEST HIGH SCHOOL**

To add a new user to the system select **add**.

MISD SRSD Data Management Program, Version 3.50

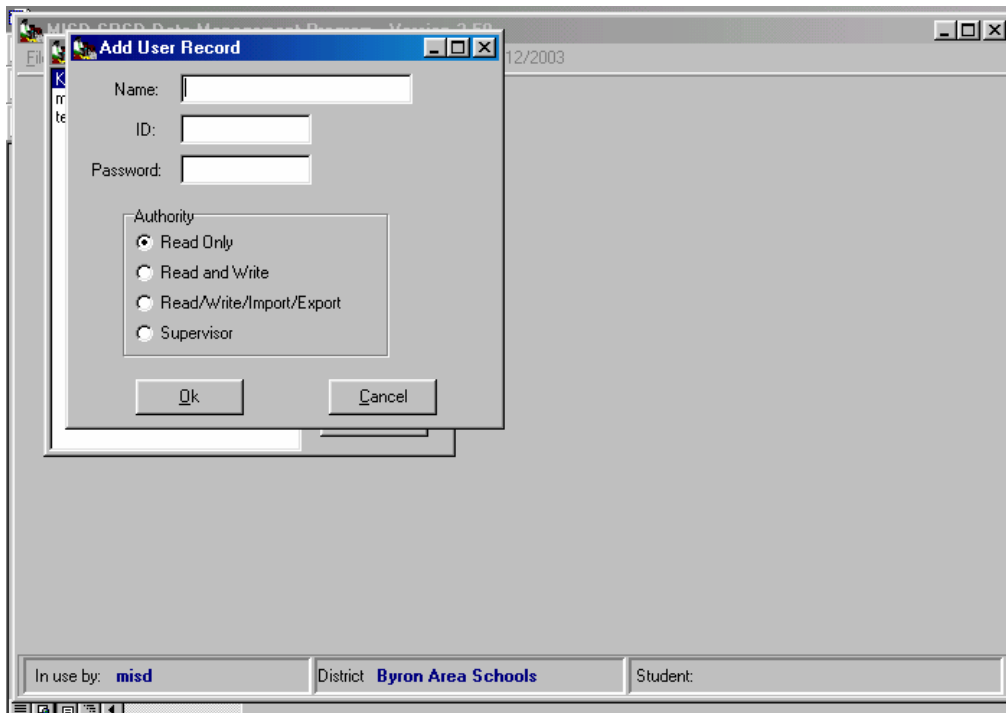
File | User File Maintenance Date: 02/12/2003

Karen
misd
test

Edit
Add
Delete
Exit

In use by: **misd** District: **Byron Area Schools** Student:

When you select new you will see the following screen.



Select the file you wish to open by selecting File, new, select your ISD. This will bring up a list of your constituent districts. You will only need to do this the first time you open the program. Once you have created a file for each of the schools all you have to do is select open to get to the list of schools in your

county.

MISD SRSD Data Management Program, Version 3.50

File ISD Reports MDE About Count Date: 02/12/2003

Open
New
Import - New Records
Import - Merge Data
Clear Selected Section
Export file for CEPI
Remove selected School
Rebuild Indexes
Security File
State Codes File
Change Password
Change Count Date
Exit

Early Career/Tech Gifted L.E.P. Migrant Title I At-Risk Adult Ed Expulsion

Information

#3 Opr Dist #4 Res Dist #5 School
78040

#7 First Name #8 Middle Initial

#11 Sex #12 Place of Birth

#14 City #15 Zip Code

#18 GE FTE #19 Grade #20 Enter Date #21 Pres/Enrol
0 000 000

#22 Ethnic #23 Exit Status #24 Exit Date #29 Participation #30 Residency
19 00000000 14

#31 Supplemental Nutrition Eligibility #32 Multiple Birth

#124 UIC Number

Teacher of Record
#25 Last Name
#26 First Name
#27 Teacher Id Nbr

#28 Course Enrollments

Click on any entry for lookup.

< Find < Find Error > Add Delete Save Cancel

In use by: **Karen** District: **Shiawassee Regional ESD** Student:

MISD SRSD Data Management Program, Version 3.50

File ISD Select ISD

Errors

General

Basic

#1 ISD

#6 L

#9 B

#13 A

#17 S

#22 E

#31 S

Code	ISD Name
63	Oakland Schools
64	Oceana ISD
70	Ottawa Area ISD
73	Saginaw ISD
76	Sanilac ISD
78	Shiawassee Regional ESD
74	St. Clair ISD
75	St. Joseph County ISD
28	Traverse Bay Area ISD
79	Tuscola ISD
80	Van Buren ISD
81	Washtenaw ISD
82	Wayne RESA
83	Wexford-Missaukee ISD

Cancel

Title I At-Risk Adult Ed Expulsion

#124 UIC Number

Teacher of Record
#25 Last Name
#26 First Name
#27 Teacher Id Nbr

#28 Course Enrollments

Click on any entry for lookup.

< Find < Find Error > Add Delete Save Cancel

In use by: **Karen** District: **Shiawassee Regional ESD** Student:

MISD SRSD Data Management Program, Version 3.50

FileISD

Select District

ISD: Shiawassee Regional ESD

Code	District Name
78020	Byron Area Schools
78100	Corunna Public School District
78030	Durand Area Schools
78040	Laingsburg Community School District
78060	Morrice Area Schools
78070	New Lothrop Area Public Schools
78110	Owosso Public Schools
78080	Perry Public School District
78000	Shiawassee Regional ESD

Cancel

At-RiskAdult EdExpulsion

#124 UIC Number

Teacher of Record

#25 Last Name

#26 First Name

#27 Teacher Id Nbr

#28 Course Enrollments

Click on any entry for lookup.

In use by: Karen

District: Shiawassee Regional ESD

Student:

<FindFind ErrorAddDeleteSaveCancel

MISD SRSD Data Management Program, Version 3.50

FileISDReportsMDEAbout

Count Date: 02/12/2003

Errors

GeneralHomelessSpecial EdEarlyCareer/TechGiftedL.E.P.MigrantTitle IAt-RiskAdult EdExpulsion

Basic Student Information

#1 ISD#2 County#3 Opr Dist#4 Res Dist#5 School

#6 Last Name#7 First Name#8 Middle Initial

#9 Birth Date#10 DTP Date#11 Sex#12 Place of Birth

#13 Address#14 City#15 Zip Code

#17 Student ID#18 GE FTE#19 Grade#20 Enter Date#21 Pres/Enrol

#22 Ethnic#23 Exit Status#24 Exit Date#29 Participation#30 Residency

#31 Supplemental Nutrition Eligibility#32 Multiple Birth

#124 UIC Number

Teacher of Record

#25 Last Name

#26 First Name

#27 Teacher Id Nbr

#28 Course Enrollments

Click on any entry for lookup.

<FindFind ErrorAddDeleteSaveCancel

In use by: Karen

District: Shiawassee Regional ESD

Student:

MISD SRSD Data Management Program, Version 3.50

File ISD Reports MDE About Count Date: 02/12/2003

Errors

General

Basic

#1 ISD

#6 Last

#9 Birth

#13 Add

#17 Student

#22 Ethnic

#23 Exit Status

#24 Exit Date

#29 Participation

#30 Residency

#31 Supplemental Nutrition Eligibility

#32 Multiple Birth

Record Count

Data Validation Report

Audit Report

Adult Ed Report

Audit Narrative

Student Age Report

FTE greater than 1.00

FTE less than 1.00

FTE Count (4061)

FTE Spreadsheet

Non-Resident List

Non-Resident Summary

Duplicate Student Report

Duplicate Student w/FTE > 1.0 Report

Gifted

L.E.P.

Migrant

Title I

At-Risk

Adult Ed

Expulsion

Audit Narrative Report

Audit Narrative Setup

#8 Middle Initial

of Birth

#15 Zip Code

#20 Enter Date

#21 Pres/Enrol

#124 UIC Number

Teacher of Record

#25 Last Name

#26 First Name

#27 Teacher Id Nbr

#28 Course Enrollments

Click on any entry for lookup.

< . > Find < Find Error > Add Delete Save Cancel

In use by: Karen District: Shiawassee Regional ESD Student: .

Once you have selected a school district you have to set up the narrative. The information you set up on this page will be the frame work for your narrative.

MISD SRSD Data Management Program, Version 3.50

File ISD Reports MDE About Count Date: 02/12/2003

Audit Narrative Report - ISD/RESA Setup Page

General H

Basic S

☒ ISD ☐ RESA ISD/RESA Name: Shiawassee Regional Education Service District

Count Date: 02/12/2003

I. INTRODUCTION

The pupil accounting records were audited in accordance with Pupil Accounting Administrative Code Rules, the State School Aid Act, the MDE Pupil Auditing Manual, and other pertinent statutes. The purpose of the audit was to determine whether the membership claim was accurate and that the pupil accounting procedures and practices used by the school district were adequate to ensure a proper pupil count. The audit was performed in accordance with interpretations contained in the Michigan Department of Education Pupil Auditing Manual.

V. APPEAL PROCESS

If pertinent documentation regarding findings was not provided to the auditor at the time of the audit, please contact Karen Eisinger within 10 calendar days after the date of this report so that it can be determined if reinstatement is appropriate at this level. Otherwise, formal appeal of any of the findings may be instituted by contacting Ms. Kathleen Weller, director of Audits, Michigan Department of Education, P.O. Box 30008, Lansing, Michigan 48909.

Your word processor (If left blank, the system will use Windows Wordpad)

< ABBOT C:\Program Files\Microsoft Office\Office\Winword.exe Browse

In use by: Save Close

Netscape Communicator

Once you have done the set up you are ready to begin with your narrative.

MISD SRSD Data Management Program, Version 3.50

File ISD Reports MDE About Count Date: 02/12/2003

Errors

General

Basic

#1 ISD

#6 Last

#9 Birth

#13 Adc

#17 Student

#22 Ethnic

#31 Supplemental Nutrition Eligibility

Record Count

Data Validation Report

Audit Report

Adult Ed Report

Audit Narrative

Student Age Report

EFE greater than 1.00

FTE less than 1.00

FTE Count (4061)

FTE Spreadsheet

Non-Resident List

Non-Resident Summary

Duplicate Student Report

Duplicate Student w/FTE > 1.0 Report

Gifted

L.E.P.

Migrant

Title I

At-Risk

Adult Ed

Expulsion

#124 UIC Number

Teacher of Record

#25 Last Name

#26 First Name

#27 Teacher Id Nbr

#28 Course Enrollments

Click on any entry for lookup.

< . > Find < Find Error > Add Delete Save Cancel

In use by: Karen District: Shiawassee Regional ESD Student: .

MISD SRSD Data Management Program, Version 3.50

Audit Narrative for: Shiawassee Regional ESD

Auditors Results General Ed Special Ed Adult Ed General Findings Additional Comments

Recommendation:

☐ We recommend that no adjustments be made to this membership count.

☒ We recommend that the following adjustments be made to this count.

	Unaudited FTE Count	Findings	Audited FTE Count
Special Education	100.33	-0.33	100.00
General Education	139.17	0.10	139.27
Adult Education			0.00

Save Generate Report Exit

In use by: **Karen** District: **Shiawassee Regional ESD** Student: .

MISD SRSD Data Management Program, Version 3.50

Audit Narrative for: Shiawassee Regional ESD

Auditors Results General Ed Special Ed Adult Ed General Findings Additional Comments

Specific Findings: (Double-click to select/de-select)

D/F	Nbr	Finding	Count
	S4	Reduced Schedule	
	S5	Work Based - Attendance	
	S6	Work Based - Training Plan	
	S7	Homebound Hospitalized - Service	
	S8	Homebound Hospitalized - Hours of Instruction	
	S9	Homebound Hospitalized - Physician's Certification	
<input checked="" type="checkbox"/>	S10	FTE for part-time pupils	0.10
	S11	Age - 5 by December 1	
	S12	Age - under age 20 by September	
	S13	PPI - Service	
	S14	Enrollment - After the count date	
	S15	Enrollment - Attendance before	
	S16	Alpha Roster - Duplicate Students	
	S17	Alpha Roster - Students not on list but eligible	

Save Generate Report Exit

In use by: **Karen** District: **Shiawassee Regional ESD** Student: .

FTE for part-time pupils

Enter FTE count:

0.10

OK Cancel

MISD SRSD Data Management Program, Version 3.50

Audit Narrative for: Shiawassee Regional ESD

Auditors

Results

General Ed

Special Ed

Adult Ed

General Findings

Additional Comments

Specific Findings: (Double-click to select/de-select)

D/F	Nbr	Finding	Count
	S4	Reduced Schedule	
	S5	Work Based - Attendance	
	S6	Work Based - Training Plan	
	S7	Homebound Hospitalized - Service	
	S8	Homebound Hospitalized - Hours of Instruction	
	S9	Homebound Hospitalized - Physician's Certificati	
D	S10	FTE for part-time pupils	0.10
	S11	Age - 5 by December 1	
	S12	Age - under age 20 by September 1	
	S13	PPI - Service	
	S14	Enrollment - After the count date	
	S15	Enrollment - Attendance before the count day	
	S16	Alpha Roster - Duplicate Student	
	S17	Alpha Roster - Students not on list but eligible	

Save

Generate Report

Exit

In use by: Karen

District: Shiawassee Regional ESD

Student: .

MISD SRSD Data Management Program, Version 3.50

Audit Narrative for: Shiawassee Regional ESD

Auditors

Results

General Ed

Special Ed

Adult Ed

General Findings

Additional Comments

Specific Findings: (Double-click to select/de-select)

D/F	Nbr	Finding	Count
	S1	Absence - 30 Day	
	S2	Absence - 10 Day	
	S3	Reduced Schedule	
	S4	Reduced Schedule	
	S5	Work Based - Attendance	
	S6	Work Based - Training Plan	
	S7	Homebound Hospitalized - Se	
	S8	Homebound Hospitalized - Ho	
	S9	Homebound Hospitalized - P	
D	S10	FTE for part-time pupils	
	S11	Age - 5 by December 1	
	S12	Age - under age 20 by Septen	
	S13	PPI - Service	
	S14	Enrollment - After the count date	

Save

Generate Report

Exit

In use by: Karen

District: Shiawassee Regional ESD

Student: .

FTE for part-time pupils

Enter FTE count:

0.33

OK

Cancel

MISD SRSD Data Management Program, Version 3.50

Audit Narrative for: Shiawassee Regional ESD

Auditors Results General Ed Special Ed Adult Ed General Findings Additional Comments

Specific Findings: (Double-click to select/de-select)

D/F	Nbr	Finding	Count
	S1	Absence - 30 Day	
	S2	Absence - 10 Day	
	S3	Reduced Schedule	
	S4	Reduced Schedule	
	S5	Work Based - Attendance	
	S6	Work Based - Training Plan	
	S7	Homebound Hospitalized - Service	
	S8	Homebound Hospitalized - Hours of Instruction	
	S9	Homebound Hospitalized - Physician's Certificati	
D	S10	FTE for part-time pupils	-0.33
	S11	Age - 5 by December 1	
	S12	Age - under age 20 by September 1	
	S13	PPI - Service	
	S14	Enrollment - After the count date	

Save Generate Report Exit

In use by: **Karen** District: **Shiawassee Regional ESD** Student: .

MISD SRSD Data Management Program, Version 3.50

Audit Narrative for: Shiawassee Regional ESD

Auditors Results General Ed Special Ed Adult Ed General Findings Additional Comments

General Findings: (Double-click to select/de-select)

D/F	Nbr	Finding
	G1	Good Job
	G2	Alpha List - Nontraditional Students
	G3	Reports - Summary Validation Reports
	G4	Alpha Roster - Last Name First by Grade
	G5	Alpha List - FTE by student and grade total
	G6	Attendance Records - Markings
F	G7	Attendance Records - Teacher marks
	G8	Attendance Records - Add/Drop marks
	G9	Enrollment - Records Retention & 75% log
	G10	Alpha List - Name of School
	G11	Alpha List - Only Students Eligible
	G12	Student schedules
	G13	Attendance - teacher, class, hour, dates
	G14	Residence - Codes

Save Generate Report Exit

In use by: **Karen** District: **Shiawassee Regional ESD** Student: .

MISD SRSD Data Management Program, Version 3.50

Audit Narrative for: Shiawassee Regional ESD

Auditors Results General Ed Special Ed Adult Ed General Findings Additional Comments

Field Audit results for Shiawassee High School were discussed with the Principal, pupil accounting personnel and district pupil accounting personnel.

Save Generate Report Exit

In use by: **Karen** District **Shiawassee Regional ESD** Student: .

When all the fields for your district are filled in select Generate Report

MISD SRSD Data Management Program, Version 3.50

Audit Narrative for: Shiawassee Regional ESD

Auditors Results General Ed Special Ed Adult Ed General Findings Additional Comments

Building/Program	FTE Adjustment	Auditor	Audit Time
Shiawassee Elem. School		Karen Eisinger	2 hrs
Shiawassee Middle School		Karen Eisinger	5 hrs
Shiawassee High School		Karen Eisinger	6 hrs

Save Generate Report Exit

In use by: **Karen** District **Shiawassee Regional ESD** Student: .